

## **WISCONSIN ELECTIONS COMMISSION**

### **Elections Specialist - Entry Voting Systems Specialist**

#### **Position Summary**

The Wisconsin Elections Commission is charged under Wisconsin Statutes to administer and enforce Wisconsin's elections laws. A core mission of the Commission is to ensure ongoing and quality education, training, outreach, technical assistance, and advice to municipal clerks, county clerks, and local election inspectors (poll workers) that conduct elections as well as to ensure adherence to, and compliance with Wisconsin election laws and required procedures. Another core function of the Commission is to provide current and accurate information to the public as well as various governmental and other organizations about the State's electoral processes, voting statistics, and trends. This position leads a significant project area – the testing, approval and auditing of electronic voting systems.

This position leads the Elections Commission's voting systems approval and compliance processes. Prior to being used by municipalities in Wisconsin, any new or modified electronic voting system must be approved by the Commission, after consideration of staff testing and recommendations. This position, in consultation with other team members, will process voting equipment approval applications and will design and implement approval standards and testing protocols for voting equipment. This position will draft reports summarizing the testing protocol, standards, and results, and will make written and verbal presentations to the Commission regarding approval or denial of voting equipment applications.

This position also provides education, training, and technical assistance in the area of voting systems to the Commission's customers and partners, including county and municipal clerks and to the general public. This position is the liaison to voting equipment manufacturers and vendors as well as the United States Election Assistance Commission regarding voting equipment compliance with federal and state laws.

This position is also responsible for conducting the agency's voting systems audit procedures following each general election, and reporting audit results to the Commission. This position will stay current with developments in the area of voting systems technologies and availability, and the equipment needs of Wisconsin municipalities, and advise and make recommendations to agency management and the Commission accordingly.

#### **Duties and Responsibilities**

##### **35%**

- A. Direct the agency's program for approval of electronic voting systems and equipment in compliance with the Help America Vote Act of 2002 Requirements, the Federal Voluntary Voting System Guidelines, and Wisconsin Statutes and Administrative Code.
  - 1. Serve as contact person for voting equipment vendors and manufacturers. Review voting systems applications from equipment manufacturers for State approval to ensure proper reports, manuals and complete specifications for all hardware, firmware and software have been provided.
  - 2. Develop and supervise tests to determine if electronic voting equipment meets statutory requirements, direct the preparation of test ballots, and work directly

with vendors and manufacturers during the approval process to ensure that ballots are prepared and printed correctly.

3. Arrange meeting of local election officials and the public for review and demonstration of electronic voting equipment as part of the approval process. Prepare materials for these meetings and make arrangements for necessary presentations.
4. Review and evaluate the results of voting equipment tests and make recommendations for approval of voting systems. Prepare reports and make presentations to agency management and the Commission regarding voting equipment applications for state approval.
5. Review software and hardware updates to existing voting systems and prepare recommendations regarding level of testing required and whether updates may be approved without additional testing.
6. Consult and collaborate with the United States Election Assistance Commission as necessary regarding federal certification programs.
7. Maintain an on-going relationship with certified vendors and manufacturers of voting systems to assist them in the preparation of ballots for actual elections.
8. Communicate with election equipment vendors and manufacturers, other state agencies, representatives from state and national organizations, and the general public on election-related subjects, including interpretation of laws, administrative rules, and Commission policies regarding voting systems.
9. Maintain agency records of the type of voting equipment used by each municipality. Provide information, and respond to inquiries concerning approved voting equipment and supplies.
10. Assist with the development of administrative rules, criteria, and standards for certification and use of voting equipment.

### **15%**

#### **B. Develop and Manage Implementation of Pre-Election Testing and Post-Election Voting Systems Audit Procedures.**

1. Consult with elections administration program staff to determine the appropriate monitoring and assessment standards for verifying local election officials' compliance with agency policies and standards regarding the testing of voting systems before, during and after an election, and the auditing of voting systems after each general election.
2. In consultation with elections administration program staff, develop and implement standards and procedures for auditing the performance of voting systems after each general election. At a minimum the policy, standards and procedures should include:
  - A summary of the process (criteria) to be used to randomly select municipalities to be audited.

- A procedure for notifying the selected municipality of the impending audit, preparing materials, documents and specified information needed for the audit.
  - A time line for commencing and concluding the audit, and a time period for requiring the audit report to be submitted.
  - Recommendations to refine internal procedures for conducting post-election audits of voting systems used on Election Day.
  - A procedure for validating pre-election testing of voting systems conducted by municipal clerks.
  - A format for creating sample test decks to be used by municipal clerks for pre-election testing of electronic voting systems
  - A format for sharing audit findings and recommendations with municipal and county clerks and local governing bodies.
  - A process for monitoring compliance with audit findings and recommendations, and resolving disputes.
3. Following each audit, prepare a report on the audit findings to agency management and the Commission.
  4. Develop a process and procedure for ensuring compliance with the procedures for ballot and electronic voting system security, proposed in Administrative Code, Chapter 5.

**25%****C. Assist with other Election Administration Functions of the Agency as Required.**

1. As necessary, assist with core election administration tasks including the review of nomination papers or other election petitions.
2. Conduct research and analysis on new legislative initiatives as they pertain to the administration of elections, assist with compiling data for the preparation of fiscal notes on election-related legislation, and draft responses to inquiries from elected officials, local election officials, and the public.
3. Conduct research and analysis of post-election audit methods and make recommendations to agency staff and management regarding procedures for implementation of a system compatible with Wisconsin election law and administrative procedures.
4. Make oral presentations in-person and via various electronic means to county and municipal clerks and election inspectors concerning election administration issues.
5. Carry out special projects and assignments as directed by agency management.

**25%****D. Provide Technical Assistance to users of the statewide voter registration system, WisVote and Monitor Quality Control of WisVote Tasks**

1. Provide technical assistance and customer support to Local Election Officials regarding the effective use of WisVote functionalities and management of WisVote data.
2. Ensure accurate voter and election data by implementing and enforcing sound data quality assurance practices and procedures used by Local Election Officials.
3. Advise and assist county and municipal election officials on the processing, submission and reconciliation of voter participation data.
4. Develop and use existing tools to track WisVote election setup, address maintenance using GIS technologies, the data entry of contests and candidates, absentee ballot issuance, post-election voter participation, and other election management tasks.
5. Assist WisVote users in the development and use of customized reports to meet office needs.
6. Assist WisVote technical staff with the testing of program upgrades and new functionalities.
7. Based on feedback from Local Election Officials, make recommendations for improving WisVote business processes and procedures.

### **Required Knowledge, Skills, and Abilities**

1. Ability to understand basic operating functions of electronic voting equipment systems and technology.
2. High-level knowledge of federal and state election laws, administrative rules, Commission policies, and business processes as they relate to election administration.
3. Strong analytical and strategic planning skills; ability to plan, organize, prioritize and manage tasks
4. Strong communication skills; ability to speak and write effectively.
5. Ability to work in a team environment and to establish and maintain effective working relationships with fellow employees, administrative officials, election officials, other state agency officials, and the general public.
6. Proficient in Microsoft Office Suite and web-based multi-tiered computer applications.
7. Ability to demonstrate initiative and independence in carrying out assigned tasks.

8. Ability to coordinate and supervise the work of other technical, clerical, and professional staff on special projects.
9. Must possess a valid Wisconsin driver's license and meet the State's Risk Management Requirements, or have the ability to obtain one's own transportation.
10. Must comply with nonpartisan requirements during employment.
11. Ability to travel statewide as required.